

ORGANIZATION – PEOPLE / RELATIONS

In general, the association is responsible for solving the following tasks (this should not be regarded as a complete list)

Associations

- Make sure that associations, already a part of The Warm Welcome Society Aarhus are updated and informed about relevant changes.
- Contact associations after events – to let them know, who will get a visit
- Reply to mail
- Attracting / recruiting / informing new associations.
- Finding secret guest and brief them on the task
- Have contact to secret guest before they arrive – in case they bring power point.

Volunteers

- Make sure that all volunteers in The Warm Welcome Society Aarhus are updated and informed about relevant changes
- Reply to mail
- Organize the WelcomeEvents: book the Habitbreaker Palace for the evenings
- Making events and tickets available on website
- Update website
- Attracting / recruiting / informing new volunteers (use data from survey to re-invite).
- Being present at StudieStart events and other Welcome events
- Make doodle for Citizens Host – hosting the WelcomeEvents

Participants

- Contact participants from previous years, that never showed up – invite them to join new season
- Ask former participants to spread the word
- Reply to mail
- Send weekly mail reminders to people already signed up in the weeks leading up to the WelcomeEvents
- Attracting the new citizens
- Launching the social media campaign
- Being present at StudieStart events and other Welcome events
- Update material for the WelcomeEvents: make maps, surveys and task sheets up to date
- Arrange two social events: Summer & Christmas event for everyone involved
- Send text to participants on the day of the event

Collaborators

- Make sure that all partners in The Warm Welcome Society Aarhus are updated and informed about relevant changes.
- Reply to mail
- Funding (sponsors or fundraising)
- Contact to Municipality

Economy and internal affairs in The Warm Welcome Society Aarhus

- Economy for the WelcomeEvents
- The association The Warm Welcome Society Aarhus economy,
- General assembly etc.
- Calling Board meetings

Practical tasks

- Making the WelcomePlace look welcoming before the beginning of each season
- Making the WelcomePlace ready for the evening (setting up chairs etc. + clean up after)
- Buy supplies for the WelcomeEvents
- Print and prepare maps, task sheets etc.
- Make physical material for attraction new participants (Posters for the Educations, Invitation cards etc.)
- Deliver material to partners

The board is responsible for the assignment's solution but not execution – they have to find people to solve the task and not necessary do it all themselves.

ANNUAL ACTIVITIES - THE WARM WELCOME SOCIETY AARHUS

January:

- Create events and tickets and make them available on webpage.
- Update website if necessary. Make sure that all material is 'up-to-date' (movies, contact information etc. on website and Facebook)
- Contact the municipality and prepare the launch of e-boks letters on the 7. February
- Organize the WelcomeEvents: book the Habitbreaker Palace for the evenings
- Make physical material for attraction new participants (Posters for the Educations, Invitation cards etc.)
- Be present at Student Organisations Fair (AU) d. 30.1.2018 (have material ready – cards, Cookies, mail lists etc.)

February:

- Follow up on the launch of e-boks letters 1st of February
- Launch social media campaign,
- Send newsletter to the volunteers and plan CitizensHost participation
- Host a meeting for new volunteers (invite using data from survey)
- Send newsletter to all the associations - find secret guest
- Send newsletter to all partners and deliver physical material to educations
- Be present at relevant Students Fairs or other arrangements.
- Make the Habitbreaker Palace Welcome ready

March:

- Perform all task related to the WelcomeEvents
 - Send out reminder-mails to people, who have signed up for a ticket (4 weeks before, three weeks before, two weeks before & one week before)

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- Send out text-message to people, who signed up, on the day of the event
- Have contact with secret guests before they arrive (in case they bring power point etc.)
- Contact the associations when their theme has been hosted, inform about who will be visited and who will not.
- Make everything ready for the evening: make sure that there is coffee, popcorn, task sheets, maps and all other things you might need. Put up chairs, glass etc.

April:

- Perform all task related to the WelcomeEvents
 - Send out reminder-mails to people, who have signed up for a ticket (4 weeks before, three weeks before, two weeks before & one week before)
 - Send out text-message to people, who signed up, on the day of the event
 - Have contact with secret guests before they arrive (in case they bring power point etc.)
 - Contact the associations when their theme has been hosted, inform about who will be visited and who will not.
 - Make everything ready for the evening: make sure that there is coffee, popcorn, task sheets, maps and all other things you might need. Put up chairs, glass etc.

May:

- General Assembly
- Invite people to the SummerEvent

June:

- Deliver the English Material to AU International Students
- Host a 'Have a nice summer'event for all involved in The Warm Welcome Society

July:

- Holiday

August:

- Create events and tickets and make them available on webpage.
- Update website if necessary. Make sure that all material is 'up-to-date' (movies, contact information etc. on website and Facebook
- Attend StudieStartsArrangements.
- Contact the municipality and prepare the launch of e-boks letters mid-September
- Organize the WelcomeEvents: book the Habitbreaker Palace for the evenings
- Make physical material for attraction new participants (Posters for the Educations, Invitation cards etc.)

September:

- Participate in StudieStartsArrangements and Aarhus City Welcome,
- Deliver physical material to educations,
- Send newsletters to the associations & plan secret guest participation
- Host an information meeting for new volunteers (use data from the survey to invite)

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- Send newsletters to volunteers and plan CitizenHost Participation.
- Mid-September: contact Municipality and follow up on e-boks letters.
- Make the Habitbreaker Palace Welcome ready

October:

- Launch social media campaign,
- Make sure that all material is 'up-to-date' (movies, contact information etc. On website and Facebook
- Mid-October: Perform all task related to the WelcomeEvents
 - Send out reminder-mails to people, who have signed up for a ticket (4 weeks before, three weeks before, two weeks before & one week before)
 - Send out text-message to people, who signed up, on the day of the event
 - Have contact with secret guests before they arrive (in case they bring power point etc.)
 - Contact the associations when their theme has been hosted, inform about who will be visited and who will not.
 - Make everything ready for the evening: make sure that there is coffee, popcorn, task sheets, maps and all other things you might need. Put up chairs, glass etc.

November:

- Perform all task related to the WelcomeEvents
 - Send out reminder-mails to people, who have signed up for a ticket (4 weeks before, three weeks before, two weeks before & one week before)
 - Send out text-message to people, who signed up, on the day of the event
 - Have contact with secret guests before they arrive (in case they bring power point etc.)
 - Contact the associations when their theme has been hosted, inform about who will be visited and who will not.
 - Make everything ready for the evening: make sure that there is coffee, popcorn, task sheets, maps and all other things you might need. Put up chairs, glass etc.
- Plan and invite for a 'Merry Christmas meeting' for everyone involved in the Warm Welcome Society

December:

- Host a 'Merry Christmas Party'

There will be manuals for:

- Updating the website and creating tickets etc.
- Materials to bring to StudentsFairs etc. What to make etc.
- The WelcomeEvents (What to prepare)
- All communication (Standard mails to all target groups)
- The night as a CitizenHost